



City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, California 95035

October 7, 2005

TO: PROSPECTIVE PROJECT MANAGEMENT CONSULTANTS

SUBJECT: **CITY OF MILPITAS REQUEST FOR PROPOSALS (RFP), PROJECT MANAGEMENT & STAFF EXTENSION SERVICES, NEW LIBRARY, MIDTOWN PARKING GARAGES, MAIN STREET IMPROVEMENTS, CIVIC SENIOR CENTER PROJECTS, AND OTHER PROJECTS**

Dear Consultant:

We are seeking the professional services of several qualified Engineering consultants to provide professional project management services, including staff extension as required to oversee the completion of the design and construction of City projects that will be competitively bid (Public Works bidding process), which could include a new public library, a new Civic Senior Center, parking garages, improvements to Main Street, and other projects as described in **Attachment A**.

The time period of service would mirror the anticipated life of the projects starting from the design phase, which is underway for several of these projects, through the end of construction and warranty period. The period is currently anticipated at 3-5-years.

The Consultant(s), as City staff extension, shall serve as the City's project management representative on project(s) designated in Attachment "A" or as may be assigned. Consultant shall work with City Engineering Project Management Staff and shall assist the City by providing professional project and construction management services on a project-by-project basis as further defined in **Attachment B**.

The City will develop a ranked list for selecting consultants as needed for project management opportunities. The ranked list will be valid for a period of at least 24 months. The City will select consultants from this list based on the City's determination of a "best fit" with the specific project. The City foresees using the larger consulting firms for use on the more difficult projects, and smaller firms would be available for use as City staff augmentation.

#### **PROPOSAL SUBMISSION REQUIREMENTS:**

To be considered responsive to this RFP, the proposals shall meet the following criteria:

- 1) Proposal shall be bound with tabs identifying each section.
- 2) The body of the proposal (Sections 1 through 4) shall not exceed 16 pages.
- 3) Resumes for the proposed project team and sub-consultants shall be provided in the Appendix (Section 5).
- 4) Submit five (5) copies of the proposal.

The following information must be provided in the proposal for review of each consultant's qualifications:

- Section 1.     **Project Management Team** - Provide names and qualifications of key personnel to be used in the project management duties for the projects described, and their capacity or role, including applicable descriptions and dates of similar work these persons have been directly involved with. Include your experience with the management of Public Works Construction projects, and the requirements of the competitive bidding process. Include specifics about the duties performed. Provide names and qualifications of any sub-consultants, including the capacity and projects in which they will be utilized. Provide an organization chart for your project team.
- Section 2.     **Project Understanding and Approach** - Describe your understanding of the projects listed on Attachment "A", and the required level of project management. Describe your proposed approach and expertise in public works construction project management, discuss any potential problems or concerns that may be encountered with regard to any of the listed projects and discuss how your firm would assist in solving these potential problems.
- Section 3.     **Cost Control** - Describe your firm's cost control system, including experience using Constructware or other project management and cost control software.
- Section 4.     **City Standard Agreement & Insurance Requirements** - Provide any concerns or issues you have with the City Standard Agreement and insurance requirements.
- Section 5.     **Appendix** - Provide project team member resumes including any sub-consultants to be used.

#### ELIGIBILITY REQUIREMENTS:

If contacted for a contracting opportunity, each consultant must formally comply with the following eligibility requirements:

- The Project Manager's or a designate's work location must be reasonably within an hour's travel time of the City Engineer's office; a "Bay Area" preference to local companies may be given; The consultant may not be reimbursed for travel time, meals, or expenses.
- The consultant's key personnel identified in the proposal as the project management team, must be available for the project from beginning until completion of the project warranty period;
- Consultant shall be capable of using Constructware project management software;
- Consultant's proposal and presentations will form part of standard agreement documents.
- Consultant shall execute the City's standard services agreement and provide the required indemnification and liability insurance – see Attachment E.

## SELECTION PROCESS:

The City will review and rank the proposals using the evaluation form shown in **Attachment C**. Firms determined to be the most appropriate for meeting the City's needs will be invited for an interview by the Consultant Review Board.

It is the City's intention to convene a Consultant Review Board to interview the most qualified firms by **November 2, 2005**. It is anticipated that about **3-5** consultants will be invited for an interview. The interview may consist of five to ten questions relating to specific elements of the consultants project management experience and the consultants approach to any of the projects listed on Attachment A. A formal presentation of the firms' history and relevant experience is encouraged.

A Consultant's final placement on the ranked list will be based on the rating of the Review Board and completion of satisfactory background reference checks. Negotiation of a contract with the highest qualified consultant will follow as projects are authorized. A list of City support to the Consultant is shown on **Attachment "D"**.

Consultant shall agree to execute the City's standard services agreement and provide the required indemnification and liability insurance; a sample copy is included in **Attachment "E"**. This agreement contains indemnification provisions that require the consultant to indemnify and hold harmless the City against any and all liability, as indicated in the draft consulting services agreement. Consultant must submit any requested changes to the Agreement with the RFP proposal. The City reserves as its sole right to accept, reject, or modify any requested revisions. The City shall not consider any requested revisions to the Agreement requested by the Consultant after submission of the proposal. However, the City reserves the right to modify and refine the scope of work, prior to execution of the contract.

## TIME SCHEDULE

The time schedule for receiving proposals, selecting consultants, conducting interviews for the selection of the consultant firm to perform the work is as follows:

Issue RFP:	October 5, 2005
Pre-proposal Conference	October 19, 2005 @ 11:30 a.m., 4 <sup>th</sup> Floor, City of Milpitas City Hall, 455 East Calaveras Boulevard
Proposal Submittal Due:	October 25, 2005
Consultant Interviews:	November 2, 2005
Council Agreement Approval:	November 15, 2005
Agreement Executed & Notice to Proceed:	December 1, 2005

In order to be considered, the RFP must be submitted by **5:00 p.m. on October 25, 2005**, at the Public Service Counter, Milpitas City Hall, 455 East Calaveras Boulevard, Milpitas, California. If you have any questions or desire additional information, please contact Steve Erickson at (408) 586-3414.

Thank you for your interest.

Sincerely,

Steve Erickson  
Principal Engineer (Acting)

Attachments:	“A”	Projects
	“B”	Sample Work Scope
	“C”	Sample Evaluation Form
	“D”	City Support
	“E”	Sample City Standard Agreement

## **ATTACHMENT “A”**

### **MILPITAS LIBRARY PROJECT**

#### **8162 Library Design**

Provides for the design of the new two-story, 60,000sqft public library at the location of the old grammar school, 160 N. Main Street - formerly the senior center. The project will incorporate, the renovation of the historic grammar school building. The design will place an emphasis on a durable building system that keeps maintenance costs low. Preliminary work will include select demolition of the grammar school facilities, evaluation and mitigation of soil and hazardous materials, wet and dry utility improvements. The project will consist of a two-year design phase and construction is also estimated to require two years. The cost plan for the library program is \$39M, and the project is currently in the Design Development Phase.

#### **8161 Midtown East Parking Garages**

Provides for the design and construction of a parking garage structures to serve the Midtown and the new library. The garage will provide approximately 280-290 parking spaces on 4 levels. It will be located adjacent to the new library with access from Main, Weller, and Winsor Streets. Preliminary work includes mitigation of hazardous soil material conditions on acquired parcels, street vacation, demolition design, & construction. The program cost is \$12.5M and the project is currently in the Schematic Design Phase.

#### **8165 Main Street Improvements**

Project provides for street reconstruction and streetscape on North Main and Winsor Streets in accordance with the Midtown Specific Plan. This project transforms Main Street into a pedestrian friendly setting; with decorative lighting, street trees and other landscaping, use of traffic calming elements, and medians. The initial project limits are design to support the library and are estimated to be from Weller to Carlo Streets. The estimated design completion date is late 2005, and the estimated program cost is \$6 Million and the design has started.

#### **8134 Civic Senior Center Renovation**

Project provides for the renovation, improvement, and expansion of the existing library building located adjacent to City Hall, 455 East Calaveras Boulevard. The building will become the new senior center facility and will include a commercial kitchen that can serve the Civic Center. Project design work is estimated to start late 2005, with construction in phases starting 2006. The estimated program cost is \$9M.

#### **Other Projects as Assigned in the current Capital Improvement Program**

## **ATTACHMENT "B"** **SAMPLE WORK SCOPE**

### **POSSIBLE WORK DESCRIPTION**

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Consultant as City staff extension shall serve as the City's project management representative on project(s) designated in Attachment "A". Consultant shall work with City Engineering Project Management Staff and shall assist the City by providing professional project and construction management services on a project-by-project basis.

The following list of tasks are to be provided by the Consultant. This is intended to be a guideline with specific scopes of work to be based on actual project needs to be determined by the City.

#### **A. Project Design Support**

1. Assist with development, monitor, and track project budgets and prepare status reports
2. Assist with management, coordination, and monitoring of design and engineering consultants
3. Assist with developing and tracking master project schedules
4. Assist with review of design plans and specifications
5. Assist with coordination and tracking of staff plan review comments
6. Draft and review standard services contracts as required using City's standard contract
7. Prepare Request for Proposals (RFP) as required
8. Assist in contract negotiations and preparation of exhibits
9. Assist in presentations to Council, City Commissions, and neighborhood groups as required
10. Prepare meeting agendas, minutes and documents
11. Assist with identifying design option and agency requirements
12. Assist with the identification of required engineering services
13. Perform code and engineering research and review
14. Perform value engineering reviews of design elements
15. Assist with design approvals
16. Coordinate routine team meetings
17. Assist in the preparation of bid documents
18. Assist in agency approvals
19. Schedule and coordinate pre-bid site walkthroughs
20. Maintain plan holders list of bidders
21. Assist with preparation and distribution of plan addendums
22. Review bid proposals and assist with awarding project

#### **B. Construction Engineering Support**

1. General oversight of project construction
2. Review, track, and respond to RFI's, submittals, and correspondence etc from the Contractor
3. Review and track construction schedule and up-dates
4. Coordinate weekly job site meetings including preparation of agenda and minutes
5. Coordinate contractors operations with City
6. Report project costs and schedule impacts
7. Assist in the preparation presentations to Council
8. Issue and review Requests for Quotation from contractors
9. Assist in monitoring and coordination of construction inspection
10. Assist in the review of shop drawings

11. Assist in the preparation of Contract Change Orders
12. Assist in the analysis and resolution of construction claims
13. Manage project record drawings and contractor as-built drawings
14. Review, recommend, and process contractor progress payment applications
15. Assist in project closeout and drafting of the notices of completion
16. Assist in the oversight and management of contractors certified payroll and labor compliance
17. Assist in the development and resolution of a project punchlist work
18. Assist in the tracking of warranty work
19. Manage a photographic record of the project
20. Assist with the coordination of operation manuals

### **C. Deliverables**

Monthly report of all project(s) status and budgets in a format as approved by the City.

### **D. Project Management System**

The City's project management software is Constructware. Consultants selected would be required to be proficient in the use of Constructware and would be required to provide the required additional licenses needed for staff.

**ATTACHMENT “C”  
SAMPLE EVALUATION FORM**

**WRITTEN PROPOSAL EVALUATION**

Consultant: \_\_\_\_\_

Project/discipline: \_\_\_\_\_

<b>Criteria</b>	<b>(a) Weight</b>	<b>(b) Score (0-10)</b>	<b>(a) x (b) Weighted Score</b>
<b>1. Project Team</b> Names and qualifications of key personnel to be used on this project, their capacity or role; including applicable descriptions and dates of similar work these persons have been directly involved with; be specific about the duties performed. Names and qualifications of any sub-consultants, including the capacity and projects in which they will be utilized;			
<b>2. Project Understanding and Approach</b> Describe your understanding of the projects and your proposed approach to complete the listed projects. Based on your experience, discuss any potential problems that may be encountered with regard to any of the listed projects; and how your firm would assist in solving these potential problems;			
<b>3. Schedule</b> Preliminary estimate of time (schedule) required to complete each project (design and construction);			
<b>4. Project Management</b> Describe your project management and cost control system; Describe your experience with construction claims, and how you will resolve construction claims based on design plans and specifications;			
<b>5. References, overall impression and assessment.</b>			
<b>TOTAL</b>			

REMARK:



## **ATTACHMENT “D” CITY SUPPORT**

The City will provide the following support and information during the consultants’ design process:

1. Define overall project scope development and project objectives;
2. Conduct presentations to community groups, City management, and City Council, with consultant support/participation when required;
3. Review, comment and approve PS & E submittals from Consultant;
4. Advertise and award construction contracts with support/participation from consultant;
5. Conduct construction administration and inspection of projects support/participation from consultant.

**ATTACHMENT "E"**

**CONSULTING SERVICES AGREEMENT BETWEEN**

**THE CITY OF MILPITAS AND**

THIS AGREEMENT for consulting services regarding the new Milpitas Midtown East and West Parking Garage ("Project") is made by and between respectively the City of Milpitas and the Milpitas Redevelopment Agency (hereinafter referred to for convenience only as "City") and \_\_\_\_\_ ("Consultant") (together sometimes referred to as the "Parties") as of \_\_\_\_\_ (the "Effective Date") in Milpitas, California.

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Consultant's Duties and Services attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

**1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on \_\_\_\_\_, and Consultant shall complete the work described in Exhibit A - Part 1, (Design and Bidding Services) by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8. The parties will discuss an amendment to this Agreement to complete the work described in Exhibit A - Part 2 (Construction Services) prior to the expiration of the current term (for Part 1.) Consultant shall not be responsible for delays caused by the City or by causes beyond the Consultant's reasonable control as determined by the City.

**1.2 Standard of Performance.** The Consultant: (a) shall fulfill and perform all of its obligations under this Agreement, and (b) shall perform all professional services in the manner specified by this Agreement and in accordance with the currently prevailing standards of professionals with the level of experience and training similar to Consultant working in the geographical area in which Consultant practices its profession. Consultant represent themselves as a recognized leader and experienced practitioner in the field of work for the scope of this project and are responsible for performing all work appropriate and necessary to manage Capitol Improvement Projects.

**1.3 Assignment of Personnel.** Consultant shall assign those persons designated in Exhibit C to perform services pursuant to this Agreement. Consultant shall not remove or reassign any designated personnel from the Project without the prior written consent of the City, which City shall not unreasonably withhold. The Consultant shall be allowed to substitute personnel without prior City approval if a designated person leaves the Consultant's employ or is otherwise physically unable to perform the job duties. The new person shall be at least of equal status and experience to the designated person. If City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any designated persons, Consultant shall, upon receiving notice from City, shall reassign such person or persons. The persons designated in Exhibit C represent the minimum staff to be provided by Consultant. Consultant shall assign additional persons to perform services if they are necessary to meet all of Consultant's obligations under this Agreement, including but not limited to the quality and timeliness of performance required by Section 1.2 above. The Consultant shall keep the City informed of personnel assignments related to this project. City may require Consultant to provide monthly labor reports if City feels that appropriate personnel are not being assigned to project. The Consultant shall disclose to the City in writing any known contractual relationship Consultant has that would favor a supplier or contractor or would create a conflict of interest.

**1.4 Time.** Consultant shall devote such resources, money, personnel, and time to the performance of all of its obligations under this Agreement as may be reasonably necessary to fulfill those obligations, including but not limited to the standard of performance provided in Section 1.2 above. Consultant shall complete each phase by the date scheduled in Exhibit A.

**Section 2. COMPENSATION.**

City hereby agrees to pay Consultant a lump sum amount of \_\_\_\_\_, for all work identified as **Basic Services** set forth in Exhibit A; plus if approved in writing by the City, a total for **Additional Services** identified in

Exhibit B not to exceed \_\_\_\_\_ plus a total for **Reimbursable Expenses** incurred in performing the work, as described in Exhibit B, not to exceed \_\_\_\_\_.

Total Compensation for Basic Services, Additional Services, plus Reimbursable Services, and the Contingency shall not exceed \_\_\_\_\_ as set forth in Exhibit B. The City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein.

It is anticipated that **Additional Services** for \_\_\_\_\_

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement. Consultant shall immediately disclose to the City in writing any compensation received by Consultant from persons other than the City if that compensation relates to the Project.

**2.1 Completion On Schedule.**

The Consultant shall manage each project to completion adhering to the approved project schedules.

**2.2 Invoices**

Consultant shall submit invoices not more often than once a month during the term of this Agreement, based on the percentage of project phase completion prior to the invoice date, as shown in Exhibit B. Invoices shall contain the following information:

Serial identifications of progress bills; *i.e.*, Progress Bill No. 1 for the first invoice, etc.;

The beginning and ending dates of the billing period;

A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;

A tabulation of Reimbursable Expenses for the billing period;

Total invoice amount, total billed to date, and remaining amounts, for each phase.

Certification of the lack of compensation on the Project other than compensation from the City;

False Claims Act certification in the form set forth in Exhibit J;

The Consultant's signature.

**2.3 Monthly Payment**

City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant. The Consultant shall provide reasonable information for the City to evaluate monthly progress billing.

**2.3.1 Retention**

N/A

**2.3.2 Additional Withholding**

City shall have the right to withhold an amount from any payment, including final payment, to compensate the City for costs, fees, damages and other amounts incurred by the City to the extent that such City's incurrence of said amounts was caused, in whole or in part, by (a) the willful misconduct, breaches of this Agreement, negligent violations of law, or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, (b) acts for which they could be held strictly liable, (c) or as provided for elsewhere in this contract.

**2.4 Total Payment.** City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. If Consultant performs services pursuant to the City's request (see Section 2.10 below) that are not within the scope of Exhibit A, then Consultant shall be paid for those services based on the hourly rates for additional services specified in Exhibit B.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a phase or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed amendment.

- 2.5 Additional Services.** A contingency amount \_\_\_\_\_ is included in the contract that may not be used without express written authorization by the City for additional services. Fees for approved work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B. These fees shall apply through the end of the calendar year in which this Agreement is signed and shall be adjusted each year to be the lesser of the Consultant's standard billing rates or an increase no more than the change in San Francisco-Oakland-San Jose All-Urban Consumers Price Index.
- 2.6 Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B, and shall not exceed \_\_\_\_\_. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement. This amount shall not be exceeded without written authorization of the City and an appropriate increase in the Reimbursable Expense Budget. Travel, food, and accommodations are not reimbursable expenses.
- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination** If the City terminates this Agreement without cause, pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date. If the City terminates this Agreement for cause the City shall not be required to make any further payment to the Consultant, and Consultant forfeits all current accrued retention to-date, except that withheld from previous, satisfactorily completed phases as liquidated damages for the loss to the City to administer the completion of the work by others.
- 2.9 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the City. Consultant shall notify the City in writing and receive written authorization to proceed, prior to doing any work that Consultant asserts is beyond the scope of work of the present contract phase. Consultant shall not delay in commencing the work after receiving authorization to proceed. Consultant acknowledges that timely performance of services is paramount to avoid delay to the Project and damages to the City.
- 2.10 Responsibility for Additional Costs.** N/A

**Section 3. FACILITIES AND EQUIPMENT.** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. For Consultants providing City Staff extension, City shall make available to Consultant only office space and the facilities and equipment listed in Exhibit K and only under the terms and conditions set forth therein.

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide policies to City that meet the requirements of this section. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of insurance shall be included in the Consultants fees, except for cost of additional insurance that may be provided by the City. Consultant shall not allow any subconsultant to commence work on any subcontract until Consultant has obtained proof that they are adequately covered by all necessary and prudent insurance. The Consultant shall submit the required certificates of insurance or policies upon submitting an executed original of this Agreement.

- 4.1 Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-

insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

## **4.2 Commercial General and Automobile Liability Insurance.**

- 4.2.1 General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned, non-owned, or hired automobiles, to the extent that they exist.
- 4.2.2 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed.1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Company-owned automobiles, if any shall be covered at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) or comparable current coverage. Code 1. No endorsement shall be attached limiting the coverage. Consultant shall notify City if any company owned vehicles exist, or if there are any changes in ownership of vehicles owned by the company.
- 4.2.3 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
- The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
  - Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

## **4.3 Professional Liability Insurance.**

- 4.3.1 General requirements.** Consultant, within the fee described in Exhibit B shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim
- 4.3.2 Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:
- The retroactive date of the policy must be shown and must be before the date of the Agreement.
  - Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, as long as it is reasonably available at that time, to the extent provided in the fee structure of Exhibit B.
  - If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of three years after completion of the Agreement or the work. The City shall have the right to exercise any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
  - A copy of the claim reporting requirements must be submitted to the City prior to the commencement of work under this Agreement.

## **4.4 All Policies Requirements.**

**4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

**4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete certificates of insurance and certified copies of all policies, including complete certified copies of all endorsements. All copies of certificates, policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

**4.4.3 Notice of Reduction in or Cancellation of Coverage.** An endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, except after thirty (30) days' prior written notice by mail has been given to the City. If any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner known to Consultant, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change(s) in coverage.

**4.4.4 Additional insured; primary insurance.** Except for the professional liability and workers' compensation policies, a certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

**4.4.5 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of City, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers, which authorization shall not be unreasonably withheld.

**4.4.6 Subconsultants.** Consultant shall include all subconsultants as insured's under its policies or shall furnish separate certificates and certified endorsements for each subconsultant.

**4.4.7 Variation.** The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

**4.5 Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement, for cause.

## **Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.**

Consultant shall indemnify, defend and hold harmless the City and its officials, officers, employees, agents (other than the construction contractor(s)), and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by (a) the willful misconduct, breaches of this Agreement, negligent violations of law, or negligent acts or omissions of Consultant or its employees, subconsultants, or agents, or (b) acts for which they could be held strictly liable. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers, and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance policies and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause.

This indemnification and hold harmless clause shall apply to any such damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

If Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## **Section 6. STATUS OF CONSULTANT.**

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3. Otherwise, City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant No Agent.** Except as City may specify in writing in this Agreement or elsewhere, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent or to bind City to any obligation whatsoever.

## **Section 7. LEGAL REQUIREMENTS.**

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subconsultant shall use due care to comply with all laws applicable to the performance of the work hereunder. Consultant shall exercise due care that the design and bid documents comply with all laws, regulations, and good practices. Consultant's activities in conducting business shall comply with all applicable laws and regulations.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

- 7.4 **Licenses and Permits.** Consultant represents to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of any nature whatsoever that are legally required to practice their respective professions. Consultant represents to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, or bidder for a subcontract. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in all subcontracts.

## **Section 8. TERMINATION AND MODIFICATION.**

- 8.1 **Termination.** City may terminate this Agreement at any time with or without cause upon written notification to Consultant. In the event of termination without cause, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement. City understands that incomplete design work and related calculations, and documents may not be suitable for use
- If any dispute exists between Consultant and City, Consultant must continue to perform all of its services. City agrees to participate in non-binding mediation if a dispute cannot be resolved informally by the Parties. Consultant must submit its disagreement in writing to the City along with any relevant documentation.
- 8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that the extension, in and of itself, shall not obligate the City to provide Consultant with compensation beyond the amounts provided for in this Agreement.
- 8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's professional competence, experience, and professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subconsultants noted in the proposal, without prior written approval of the City.
- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, the City shall give the Consultant notice and reasonable opportunity to correct the breach. If the Consultant fails to correct the breach to the City's satisfaction, City's remedies shall include, in addition to all other remedies available to City under this Agreement and law, the following:
- 8.6.1 Terminating the Agreement;



- 8.6.2** Retaining the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement, including rights to use any designs, concepts, or work;

Hiring a different Consultant to complete the work described in Exhibit A not finished by Consultant, or City staff may complete such work; and/or

Terminating the Agreement for any breach shall require forfeiture by the Consultant to any claim to all retention held by the City to-date, and the current month's payment otherwise owed to the Consultant and any other amount otherwise owed to Consultant by City under this Agreement.

## **Section 9. KEEPING AND STATUS OF RECORDS.**

- 9.1 Records Created as Part of Consultant's Performance.** All significant work products, including drawings and specifications, reports, maps, models, charts, studies, surveys, and photographs, plans, studies, specifications, records, files or any other documents or materials in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City in the normal course of work or upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. Consultant agrees that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of City.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor at the request of City, or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

## **Section 10 MISCELLANEOUS PROVISIONS.**

- 10.1 Mediation.** If a dispute arises out of or is related to this Agreement, or the breach thereof, and if the said dispute cannot be settled through direct discussions, the City and the Consultant, as parties to this Agreement, agree to first endeavor to settle this dispute in an amicable manner by mediation through a mutually agreed-to mediation service before having recourse to a judicial forum.
- 10.2 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.3 Venue.** If either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Santa Clara or in the United States District Court for the Northern District of California.
- 10.4 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.5 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

- 10.6 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.7 Use of Recycled Products.** Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.8 Force Majeure.** The Consultant shall be excused from performing any obligation or undertaking provided in this Agreement in the event and so long as the performance of any such obligation is prevented or delayed, retarded or hindered by an act of God, fire, earthquake, flood, explosion, actions of the elements, war, invasion, insurrection, riot, mob violence, sabotage, inability to procure or general shortage of labor, equipment, facilities, materials or supplies in the open market, failure of transportation, strikes, lockouts, action of labor unions, condemnation, requisition, laws, orders of governmental or civil or military or naval authorities, or any other cause, whether similar or dissimilar to the foregoing, not within the respective control of the Consultant.
- 10.9 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et. seq.*
- Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et. seq.*
- Consultant hereby states that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant states that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et.seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.
- 10.10 Solicitation.** Consultant agrees not to solicit business at any meeting, or focus group, related to this Agreement, either orally or through any written materials.
- 10.11 Contract Administration.** This Agreement shall be administered by the City Engineer or designee, who shall act as the City’s representative. All correspondence shall be directed to or through the City Engineer or designee.
- 10.12 Notices.** Any written notice to Consultant shall be sent to:

Any written notice to City shall be sent to: with Copy to:

City of Milpitas  
455 East Calaveras Boulevard  
Milpitas, CA 95035-5411  
Attention: Greg Armendariz

City of Milpitas  
455 East Calaveras Boulevard  
Milpitas, CA 95035-5411  
Attention: Mark Rogge

- 10.13 Professional Seal.** In accordance to licensing regulations and codes, work shall have the professional seal and signature of the licensed professional responsible for the work. Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. Submittals to the Building Department shall be stamped as “building permit submittal” and stamped and signed as required by the Building Department’s rules.

**10.14 Integration; Incorporation.** This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

**10.15 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The following exhibits are included:

Exhibit A	Scope of Consultant's Duties and Services
Exhibit B	Compensation Manner and Amount, Reimbursable, Estimated Payment Schedule, Hourly Rates
Exhibit C	Personnel, The Professional Team
Exhibit D	Certificate of Insurance, Certificate of Workers Compensation Insurance
Exhibit E	Invoice or Claim Declaration
Exhibit F	City Support

The Parties have executed this Agreement as of the Effective Date.

CITY OF MILPITAS

CONSULTANT

\_\_\_\_\_  
Charles Lawson, City Manager

\_\_\_\_\_  
Principal/President  
\_\_\_\_\_.

MILPITAS REDEVELOPMENT AGENCY

\_\_\_\_\_  
Charles Lawson, Executive Director

\_\_\_\_\_  
Principal/Secretary,  
Chair Board of Directors  
\_\_\_\_\_.

Attest:

\_\_\_\_\_  
Gail Blalock, City Clerk/Agency Secretary

Approved as to Form:

\_\_\_\_\_  
Steven T. Mattas, City Attorney/Agency Counsel

## Consultant's Duties and Services

Compensation Manner and Amount, Reimbursable,  
Estimated Payment Schedule, Hourly Rates

PO NO:

[illegible]

**EXHIBIT C**

Personnel, The Professional Team

**EXHIBIT D**

Certificate of Insurance, Certificate of Worker Compensation Insurance

**EXHIBIT E**

**CITY OF MILPITAS**

Invoice or Claim Declaration

I, [name of declarant], declare the following:

Chong Partners Architects has contracted with City of Milpitas and City of Milpitas Redevelopment Agency (City) for the [name of project] project. I am authorized by my employer ( [consultant company name] ) to prepare the attached invoice or claim for compensation (in other words, for money and/or time extensions) to City regarding this project (dated \_\_\_\_\_, 200\_\_, and requesting \$\_\_\_\_\_ and/or \_\_\_\_ additional working days), and I did prepare said attached claim. I am the most knowledgeable person at [Consultant company name] regarding this claim.

I am aware that this claim is covered by law, including but not limited to California Penal Code section 72, Government Code sections 12650 *et seq.* (False Claims Act), and Business and Professions Code sections 17200 *et seq.* (Unfair Business Practices Act). I am aware that submission or certification of false claims, or other claims that violate law or the contract, may lead to fines, imprisonment, and/or other severe legal consequences for myself and/or [Consultant company name].

The attached claim is prepared and submitted in good faith, and to the best of my knowledge does not breach the contract between [Consultant company name] and City for this project, does not violate any law, satisfies all provisions of the contract, only contains truthful and accurate supporting data, and only requests an amount that accurately reflects the adjustments to money and time for which I honestly and in good faith believe that City is responsible under its contract with [Consultant company name].

So that I could declare that the statements in this declaration and the attached claim were true and correct, while preparing this declaration and claim I consulted with others (for example, attorneys, consultants, or others who work for [Consultant company name]) when necessary to assure myself that said statements were true and correct.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed \_\_\_\_\_, 200\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
[name of declarant]

**EXHIBIT F**

City Support

Limited office space, phone, FAX, internet.